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Secretariat

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Information circular*

To: Members of the staff

From: The Assistant Secretary-General for General Assembly and Conference Management

Subject: **Availability to Secretariat officials of official documents and publications**

1. The purpose of the present information circular is to inform staff members of new arrangements regarding availability, in hard copy and online, of official documents and publications issued by the United Nations Secretariat at Headquarters.

2. With effect from 15 November 2002, daily distribution in hard copy to Secretariat officials of documents and publications issued by the Secretariat at Headquarters will cease. This decision is a result of newly introduced electronic means of facilitating online access to documents and online requests for hard copies, as outlined below.

3. With the launch of the electronic version of the *Journal of the United Nations* (www.un.org/Docs/journal), which provides hyperlinks to all language versions of documents listed therein, and the inclusion in the *Journal* of a hyperlinked daily list of documents issued at Headquarters, staff members at all duty stations may download, in all available language versions, documents listed in and hyperlinked to the *Journal*. This new facility is in addition to the Official Documents System (ODS).

4. Officials currently receiving hard copies of official documents and publications may continue to receive, upon request, hard copies of publications and voluminous documents by contacting the Chief, Publishing Section, Documentation Division, Department for General Assembly and Conference Management (ext. 3.8044 or kazarov@un.org).

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* The present circular will be in effect until further notice.

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